

**DEPARTMENT OF BENEFIT PAYMENTS**

744 P Street, Sacramento, CA 95814

(6) 445-7046



October 3, 1975

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ALL-COUNTY LETTER NO. 75-210

TO: ALL COUNTY WELFARE DIRECTORS  
WELFARE FISCAL SUPERVISORS  
COUNTY AUDITORS  
ADMINISTRATIVE SERVICES OFFICERS

SUBJECT: COUNTY ADMINISTRATIVE EXPENDITURE CLAIM

## REFERENCE:

Due to numerous changes in federal and state laws, several revisions have been made on the County Administrative Expenditure Claim. The revised time studies, claim forms, and fiscal instructions are effective beginning with the July - September, 1975, quarter. The time studies and claim forms are being sent to your county in a separate mailing; fiscal instructions are attached.

On October 1, Title XX Social Service regulations, became effective. Due to the ambiguity of various fiscal reporting requirements, Title XX instructions could not be included in this packet. A revised Social Service time study, DFA 46, will be issued with as much lead time as possible for the November, 1975, time study month. Title XX will also necessitate revisions to the Administrative Claim forms. These forms, with the appropriate fiscal instructions, will be released in November or December.

Claim Revisions effective this quarter include:

1. Indo-Chinese program.
2. New funding ratios for MNO and MI Social Services,
3. Deletion of both federal and state funding for Homemaker cases exceeding \$350 or \$505 maximums,
4. Deletion of SF 1034 form for Food Stamp costs, and
5. Itemization of Social Service Contracts.

Also included are claiming instructions for Child Support functions performed by the county welfare department. In order to establish an "intent to claim" with the federal government as of July 1, 1975, the Child Support provisions had to be included as part of this quarter's format. The Child Support claiming format is similar to the procedures in effect for eligibility and social


services; however, these portions of the claim are not to be completed. The November time study will be used to claim both the September and December quarter expenditures. This will require submittal of a revised September claim. Child support expenditures will be accumulated on the DFA 327.8. The total child support costs will be shown as county funded on the DFA 327.9. Reimbursement will be provided through the district attorney's office. A copy of the DFA 327.8 is to be sent to the district attorney. The district attorney's office will claim 75 percent federal funding and be responsible for reimbursing the county welfare department. Complete instructions will be issued during the December quarter.

The attached reporting instructions represent a consolidation of the fiscal claiming material released since the issuance of Fiscal Manual 25-800 dated October 1, 1973. This letter does not obsolete former claiming instructions. Retain those letters until further notice. Some established claiming procedures were omitted because they are already contained in the Fiscal Manual or on the back of the time study forms. In other instances, selected procedures were included in order to clarify Child Support reporting requirements. Claiming instructions have been divided into the following sections:

- Part I - Time Study Instructions
- Part II - Time Study Summary Instructions
- Part III - Reconciliation of Time Studies
- Part IV - Accumulation of Expenditures for the DFA 325
- Part V - General Claiming Provisions

A black line has been placed adjacent to new fiscal instructions, and particularly important passages have been underlined. Please carefully review the following material to insure that your county receives full federal and state reimbursement. If you have any questions, contact Bobi Gould or Ernie Van Sant at 916-445-7046.

Sincerely,



GARY G. ADAMS  
Deputy Director

Attachment

cc: CWDA

PART I

## TIME STUDY INSTRUCTIONS

## General Information

The following material contains fiscal instructions through September 30, 1975. A new Time Study Form, DFA 49, has been added for the Child Support Program. Detailed instructions concerning this Program are contained on the back of the form and in the following material. There have been no major changes in Social Service or Eligibility/Nonservice instructions for the September quarter. Instructions are contained in Sections 25-810 through 25-812 of the Fiscal Manual. A revised Social Service Time Study for Title XX will be issued in early October.

The general time study procedures listed below apply to all three forms:

1. Time Studies for Social Service, Eligibility/Nonservice, and Child Support employees designated to Time Study are to be filled out during the middle month\* of each quarter. The time study months are:

<u>Quarter</u>	<u>Time Study Month</u>
July - September	August
October - December	November
January - March	February
April - June	May

2. No overtime is to be recorded on the DFA 43, 46, or 49.
3. Time Studies are to be kept on a continuous basis during each day.
4. Each person must fill out their own time study form.
5. Charge travel time to the Program or activity to which it is associated.
6. Employees completing the Child Support Time Study, DFA 49, performing other than Child Support functions, are to show this time as Non-Child Support (Nonallocable).
7. All copies of the DFA 43, DFA 46, and DFA 49 are to be retained in the counties.

\* Only exception is Los Angeles County who does first month Time Study.

A. Social Service Time Study DFA 46

1. Indo-Chinese

Effective with the August, 1975, time study month, time spent providing Social Services to Vietnamese or Cambodian refugees was to be shown on Line M of the DFA 46. This line was to be labeled Indo-Chinese. County personnel made this change. Vacation time is consolidated with sick leave on Line N. It is not necessary to show separate times for vacation and sick leave. Absolutely no time spent providing services to Vietnamese or Cambodian refugees is to be shown on any other line of the time study.

2. Nonreimbursable Service Functions

No reimbursement will be provided for Social Workers engaged in locating and planning with absent parents, relatives, court and/or law officials for the purpose of locating absent parents or establishing the support obligations or paternity. These are now Child Support activities reimbursable under Title IV-D. SECTION 25-812.11g OF THE FISCAL MANUAL IS TO BE DELETED.

B. Eligibility Worker Time Study DFA 43

The following changes have been made:

1. Responsible Relatives

The Responsible Relative Program has been deleted from the DFA 43. Funding for this Program ceased on December 31, 1974.

2. Adult Carryover

The Adult (carryover) Program has been deleted from the DFA 43. Funding for this Program ceased on March 31, 1975.

3. General Relief Food Stamp Recipients

The time spent performing eligibility determination and grant maintenance functions for General Relief food stamp recipients is to be included on Line G, Nonassistance Food Stamps.

4. SSI/SSP

a. Inquiries from SSA Offices

Time charged to line J-1 is to be for activities performed by Eligibility Workers to benefit the SSI/SSP Program. Only time spent answering written inquiries from local Social Security Offices may be shown on this line. The Social Security Administration has denied federal financial participation for any verbal inquiries.

b. Restaurant Meal Certification

Effective July 1, 1975, restaurant meals are no longer certified by the counties on a regular basis. Recipients receiving a restaurant meal allowance will sign a declaration that they meet the eligibility criteria. If the SSA district office has a problem with the declaration, then it will be forwarded to DBP. The only time a county will certify a recipient for restaurant meals is when directed to do so by DBP. The Eligibility Workers will charge the time spent on restaurant meal certifications for the SSI/SSP recipients on line J-1.

c. MIL Review

Time Study instructions for line J-2 will be issued when the MIL review is started.

d. APL Review

All clerical staff time spent on the APL review (on a monthly basis) must be shown on line J-3 of the Eligibility Worker Time Study, DFA 43. The remainder of the time spent by these workers on clerical functions other than APL must be recorded to line R, Nonallocable.

The hours recorded on the DFA 43 by each APL clerical worker are used only to determine the amount of cost eligible for 100 percent federal reimbursement. These same hours are not to be used in the development of the DFA 323, Eligibility Time Study Summary and Program Ratios. Complete fiscal claiming instructions for the APL review are contained in Part IV.

5. Indo-Chinese Medical Assistance

Time changed to line M shall be by workers performing eligibility determination and grant maintenance functions for Vietnamese and Cambodian refugees for the Medically Needy Only (MNO) and Medical Indigent (MI) programs. Absolutely no time spent on MNO or MI functions for these refugees is to appear on any other line of the time study form.

6. Indo-Chinese Financial Assistance

Time charged to line N shall be by workers performing eligibility determination and grant maintenance functions for Vietnamese and Cambodian refugees for the cash assistance programs, including BH Licensing. Absolutely no time spent on these programs for Vietnamese or Cambodian refugees is to be shown on any other line of the time study form.

7. Temporary Medi-Cal Cards For SSI/SSP Recipients

Time spent issuing temporary Medi-Cal cards for SSI/SSP recipients is to be shown on line O. Please label this line M/C. Time spent replacing lost or stolen cards or issuing additional P.O.E. labels is to be shown under the MNO program.

8. Dialysis Medi-Cal Program

Time spent determining eligibility for the dialysis program is to be shown under Medical Indigent, line C. Program instructions are contained in Medi-Cal Letter 8-75.

C. Child Support Time Study DFA 49

With the implementation of Title IV-D, Child Support, a new time study form DFA 49 has been developed. This form is to be used by county welfare department staff performing IV-D functions. Unless prior approval has been granted by the Department of Benefit Payments, all Child Support staff located in the CWD are to perform only IV-D functions. Time Study instructions are included on the back of the DFA 49. More detailed instructions are outlined below.

Child Support staff required to time study include:

1. Investigators

Child support investigators employed by the CWD. This includes investigators pursuing absent parents, establishing paternity, establishing support obligations, and/or pursuing Child Support fraud.

2. Interviewers

Child support interviewers employed by the CWD. Interviewers will probably perform duties similar to Child Support investigators.

3. SEIF Processing Staff

These staff check the IV A files to extract the amount of the assistance payment, compute the distribution of the absent parent collection, authorize payment of disregard, pass-on and excess, record all distribution information on appropriate forms, and transmit forms to proper locations.

4. Budget Computation or Clerical Staff Performing Fiscal Services

Duties are similar to those outlined in Number 3 above.

5. Eligibility Workers or Social Workers

Eligibility Workers or Social Workers performing in any one of the above capacities. These workers must be spending 100% of their time on child support functions.

6. First Line Supervisors

First line supervisors may either maintain their own time studies or allocate their time based on their units' Time Studies.

ALL CWD EMPLOYEES MAINTAINING A CHILD SUPPORT TIME STUDY, DFA 49, ARE TO PERFORM EXCLUSIVELY AS TITLE IV D WORKERS. UNLESS PRIOR APPROVAL HAS BEEN GRANTED BY THE DEPARTMENT OF BENEFIT PAYMENTS, ABSOLUTELY NO TIME IS TO BE SPENT ON ANY ACTIVITIES OTHER THAN CHILD SUPPORT.

Split Function

Prior approval must be obtained before reimbursement can be provided from any state or federal source, for any employee (excluding CWD administrative or clerical staff) designated to maintain a DFA 49 time study who also performs assistance payment, grant maintenance, or social service functions under any title other than IV D.

Requests should be sent to:

Department of Benefit Payments  
Financial Planning M.S. 13-77  
744 P Street  
Sacramento, CA 95814  
Attn: Evelyn Fisher

Time spent performing Child Support Activities are to be shown under five categories: Administration, Fiscal Services, Establishment of Paternity, Location of Absent Parents, or Establishment of Support Obligation and Enforcement of Collection. Staff members required to Time Study may show time under more than one function. Using the following Time Study Category descriptions, employees should review their duties and decide under which category the activity belongs.

A. Administration

1. Time spent monitoring the progress of program development and operations and evaluating the quality, efficiency, effectiveness and scope of child support enforcement.
2. Time spent establishing necessary agreements with the state, local agencies, or private providers for the provision of services in support of child support enforcement. To include:
  - a. Necessary administrative agreements for supportive service.
  - b. Utilization of state and local information sources.
  - c. Cooperation with courts and law enforcement officials.

B. Fiscal Services, Collection, Distribution, and Reporting

1. Time spent on the development and maintenance of an accounting system and supporting fiscal records adequate to ensure that claims for federal funds are in accord with applicable state and federal requirements.
2. Time spent on the collection and distribution of support payments:
  - a. Development and maintenance of an effective system for making collections of established support obligations and identifying and collecting support from delinquent cases.
  - b. Referrals and collections involving other counties.
  - c. Calculating disregard, recoupment, pass-on, and SEIF processing time.
3. Time spent in conjunction with the IV A agency to clarify recipient status as a result of actions taken by the IV D agency.

C. Establishment of Paternity

1. Time spent to determine the identity of the child's father through:
  - a. Investigation
  - b. The development of evidence including the use of polygraph and blood test.
2. Time spent in pursuit of court or other actions to establish paternity.
3. Time spent identifying competent laboratories that perform blood tests.
4. Time spent referring appropriate IV D cases to other states to establish paternity.

D. Location of Absent Parent

1. Time spent in establishment and operation of the State parent locator service.
2. Referral of absent parent location requests to another State or,
3. Cooperation with another State in locating an absent parent.

E. Establishment of Support Obligation and Enforcement of Collection

1. Time spent in the establishment and enforcement of support obligation including:
  - a. Time spent in the investigation and the development of evidence in bringing court actions.



- b. Time spent in determination of support obligation and/or developing information needed in financial assessment.
  - c. Time spent in the management of referrals of cases to IV D agency of another State to establish a support obligation (when appropriate).
  - d. Time spent in the enforcement of support obligation.
2. Time spent in the investigation and prosecution of fraud related to child support. AFDC or NAFC fraud is not to be shown to this category. However, if an AFDC fraud case is determined to be a child support fraud case, time is to be charged on the Child Support time study only after that point of determination.

PART II

TIME STUDY SUMMARIES\*

A. Social Services Time Study Summary - DFA 47

The same changes for Indo-Chinese that have been made on the DFA 46 are to be made on the DFA 47. Hours from the DFA 46, line M, Indo-Chinese, are to be accumulated on line M of the DFA 47. Vacation hours are to be consolidated with sick leave on line N. It will be necessary for county personnel to make this change on the time study summary form.

B. Eligibility Time Summary and Program Allocation Ratios - DFA 323

1. Part I of the DFA 323 has been modified to include the following changes:
  - a. Until further notice, reimbursement for issuing temporary Medi-Cal cards to SSI/SSP recipients will be obtained through the MNO Program. All time recorded to line 0 of the DFA 43 is to be transferred to line B-2 on the DFA 323. On the DFA 323 the MNO hours reported on line B-1 and the temporary Medi-Cal card hours shown on line B-2 are to be added together and shown as a consolidated figure under the total allocable hours column. From this figure a single MNO allocation ratio is to be developed.
  - b. All other hours are to be accumulated from the appropriate lines on the DFA 43.

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\*The time study summaries (DFA 47 and DFA 323) should be submitted as soon as they are completed to the following address: Department of Benefit Payments, 744 "P" Street, Mail Station 13-72, Sacramento, CA 95814. A copy of the time study summaries (corrected, if necessary) must also be submitted with the Administrative Expense Claim. It is important that the Administrative Claim and time study summaries are submitted on a timely basis. Your county's administrative cost advances are based on this information and could be delayed if the claim or time study summaries are late.

2. The DFA 323 has been expanded to include a function and classification summary for the AFDC, NAFS, MNO and MI programs. Accumulate from the individual DFA 43 time study forms total number of AFDC, NAFS, MNO and MI workers. Then group them according to their function (Intake, Continuing, or Quality Control) and according to their classification (eligibility worker, first line supervisor, or budget clerk) on Parts II and III of the DFA 323. Fractional positions are to be shown for employees who divide their time among programs.

C. Child Support Time Summary and Function Allocation Ratios

The time study summary for child support has been included as Part I on the DFA 327.8. Total allocable hours are to be accumulated from the appropriate functions on the DFA 49 and transferred to the summary page. Ratios are to be determined by dividing the Total Allocable Hours for each function by the Total Allocable Hours, line F.

This page is to be submitted by the county with the Quarterly Administrative Expense Claim.

### PART III

#### RECONCILIATION OF TIME STUDIES DFA 403

Starting with the January through March 1974 quarter, counties were required to submit the DFA 403 with the County Administrative Claim. The purpose of this form is to ensure a time study is available for any person whose salary is included in Group 1A, Allocable Services, or Group 1B, Allocable Eligibility/Nonservice. This form has now been expanded to include a reconciliation of Child Support time studies to Group 1C, Allocable Child Support Salaries. This form must be reconciled and submitted quarterly as documentation that time studies are available for all salaries claimed in the allocable social service, eligibility/nonservice and Child Support pools. The only salaries to be allowed in these pools without a time study will be the salaries of employees who terminated during the first month of the quarter or salaries of employees who are hired during the third month of the quarter.

The DFA 403 must be reconciled and submitted with the County Administrative Claim before the Claim will be desk audited for reimbursement. The salaries for social service, eligibility, or child support workers who were employed during the middle month of the quarter, were required to time study, and do not have completed time studies are to be shown as a direct charge to the OCOP Program which is funded 100% County.

The form has been expanded to include a second part -- Reconciliation of Time Studies to Function and Classification summary on the DFA 323. This modification ensures that for every AFDC, NAFC, MNO or MI employee who completed a time study, their classification and function have been correctly shown on the DFA 323, Part II or III.

#### PART IV

#### Accumulation of Expenditures for the DFA 325

Due to various changes in State and Federal legislation, it has been necessary to revise certain portions of the Quarterly Administrative Expenditure Claim. The following list indicates the revision dates of the forms required beginning with the July through September, 1975, claim. The revision date of the form is located in the lower left-hand corner next to the DFA number. All of these forms, if applicable, must be submitted to the State as an integral portion of the claim.

<u>Form</u>	<u>Revision Date</u>
DFA 43	6/75
DFA 323	8/75
DFA 46 1/	6/74
DFA 47 1/	2/74
DFA 49 2/	7/75
DFA 403	7/75
DFA 325.1	7/75
DFA 325.2	7/75
DFA 325.3	2/74
DFA 325.2A 3/	7/75
DFA 327.1	7/75
DFA 327.2	7/75
DFA 327.3	7/75
DFA 327.4	7/75
DFA 327.5	7/75
DFA 327.6	7/75
DFA 327.7	7/75
DFA 327.8 2/	7/75
DFA 327.9	7/75
DFA 419	7/75

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- 1/ Although the form has not been revised, changes are to be performed by the county per instructions in parts I and II of this letter.
  - 2/ These forms are new forms that contain child support time study and funding data.
  - 3/ The DFA 325.2A is a temporary form for the Memo items needed in claim computations. This page contains no new information.

The DFA 325 is the most important form of the Quarterly Administrative Expenditures Claim. Its purpose is to accumulate and classify costs into specific groups and subgroups in order that they may be systematically channeled through the cost allocation process or directly charged to functions and program.

Several changes have been made in the substance and format of the DFA 325 pages. These will be identified below by Group and Subgroup.

A. Group I - Casework Costs

There have been no changes for the Social Service or Eligibility/ Nonservice salary pools. A third pool, Line C, Allocable Child Support, has been added to this group to include the salaries of welfare department employees that perform child support functions and are required to time study. Child Support staff members required to time study are included under Part I C of this letter. If the county has written permission from DBP for any child support employees to perform split functions (nonchild support activities), abate from the Allocable Child Support casework salary pool that portion of their salary which is for nonchild support functions.

Counties paying salaries and benefits to staff members on jury duty are to abate from the salary pool any jury fees assigned by the employee to the welfare department.

B. Group II - Allocable Support Costs

The provisions within the Fiscal Manual are still current for this group. However, these costs are now allocated to a third activity, Child Support. Modifications to the DFA 325.1, Group II Computations have been made to accomodate this change. This change has also been carried forward through several DFA 327 pages.

1. Personal Services

In some counties clerical staff will now be performing Child Support Activities. Most likely they will be performing SEIF activities. After reviewing the list of staff members required to complete the DFA 49 (see Part I C), determine the clerical staff now required to time study and delete their salaries from the clerical support pool (Group II A, DFA 325.1). These salaries should now be shown under Group I C, Allocable Child Support Salary Pool.

2. Operating Costs

- a. If a county or welfare department has a blanket insurance policy, including the allowable costs listed below, that benefits several welfare programs as well as food stamps, then the cost should be charged to Other Operating Costs, DFA 325.1, Group II B2.

- (1) Costs of insurance against the loss or theft of food coupons or ATP cards are allowed.
- (2) Costs of premiums on bonds covering employees who handle federal program funds or food coupons are allowable. The amount of allowable coverage shall be limited to the anticipated maximum amount of USDA funds or food coupons handled at one time by that employee.

However, if the policy covers the Food Stamp Program, it should be direct charged to the Food Stamp Program and not included in allocable operating costs.

- b. As outlined in an August 23, 1974 letter from the Department of Health, counties have been required to mail monthly statements to Medi-Cal recipients. Apparently there is some confusion concerning claiming procedures for the county costs incurred by this project. These costs are to be included in Group II, Allocable Support Costs, line B, Operating Costs. Expenditures will be reimbursed under the cost allocation system. They are not to be direct charged to the Medi-Cal program.

### 3. Purchase of Services

In order for Claims Audit and Control, Department of Benefit Payments, to adequately review A-87 costs, please furnish the following information:

- a. Counties using an indirect cost rate must submit a reconciliation of their costs with the Administrative Claim.
- b. Counties claiming A-87 roll forward costs must identify EDP and space expenditures separately.

### C. Group II Computations

Group II Computations, Overhead and EDP, have been modified to include Child Support overhead and Child Support EDP. EDP is to be allocated in accordance with Section 25-820.233 of the Fiscal Manual. If EDP is not being used for the Child Support Program, it is not to be allocated to that program. Similarly, EDP is not to be allocated to Social Services unless the criteria contained in Section 25-828 of the Fiscal Manual is met.

### D. Group III Direct Costs

#### 1. Social Services

a. Child Care Other Than WIN or SAU

Effective July 1, 1974, the responsibility of providing reimbursement to counties for child care payments (including service-connected expenses) other than WIN was transferred to the State Department of Education. Consequently, the Department of Benefit Payments is no longer involved with these child care costs, and the Administrative Claim has been revised to eliminate this claiming modification. The Department of Education is now the contact source for child care services. In order to maintain a complete record of welfare costs, please record and identify these expenses on the Quarterly Administrative Claim as Extraneous Costs, Group VI, DFA 325.2.

Child care services rendered prior to July 1, 1974 but paid for after this date are to be claimed against the Department of Benefit Payments through a supplemental prior year claim.

b. WIN Child Care

The Department of Benefit Payments will continue as the fiscal accounting agent for WIN child care expenditures. Counties are authorized to make payments to other agencies for the provision of WIN child care. The authorization to pay other agencies became effective July 1, 1974.

Reimbursement up to the maximum hourly rate for these costs will continue to be obtained through the Administrative Claim. These expenditures are to be identified as direct charges, Group IIIA, DFA 325.3.

The maximum reimbursement level for WIN child care for children two years or older is an average of \$1.05 per child/hour or actual program cost, whichever is less. For children under two years of age, the maximum reimbursement level is an average of \$1.25 per child/hour or actual program cost, whichever is less. If the average cost per hour exceeds the maximum reimbursement level, the balance is county expense. Records verifying the average hourly rate per child must be maintained in the county.

- c. Effective with the September 1975 quarter, counties must list each individual Social Service Contract on the DFA 325.3, Group III, Purchase of Service - A3. These contracts must be itemized by their assigned contract number, the program benefited, (i.e., AFDC, Homemaker, WIN, etc.), and the code for the services provided. These codes are explained on the DFA 325.3. Agreements between a recipient and an individual providing a service will continue to be claimed as an operating cost on the DFA 325.3, Group III, A2.

2. Eligibility and Nonservice

a. Fraud Investigators



Fraud investigators that are employed by the welfare department and are performing fraud investigation other than child support are to be direct charged on the Administrative Claim, Group III, B-1 (direct charge, eligibility and nonservice - personal services) DFA 325.2. Please identify these charges on the claim. Fraud investigators should maintain a type of time study similar to the Eligibility Worker Time Study, DFA 43. The purpose of this time study is to identify the amount of time worked on each program. For example, if the fraud investigator salaries total \$20,000 and 70% of the time is spent on the AFDC program, then \$14,000 ( $70\% \times \$20,000$ ) will be a direct charge to the AFDC program. If 10% of the time is on Emergency Loans, then \$2,000 ( $10\% \times \$20,000$ ) must be direct charged to the Emergency Loan Program.

Instructions for child support fraud investigators are contained in Part I C of this letter.

b. APL Review

As you are aware, the APL review is being required by the Social Security Administration and is eligible for 100 percent reimbursement based on the County Cost Allocation Plan. The procedure for receiving this reimbursement will be as follows.

All clerical staff time spent on APL (on a monthly basis) must be shown on the Eligibility Worker Time Study, DFA 43, and identified as APL. All time spent on APL must be recorded to line J3 and the remainder of the time spent by these workers on clerical functions other than APL must be recorded to line R, Nonallocable.

At the end of each quarter, determine (1) the combined salaries (all three months) of all APL clerical workers, (2) number of hours spent on APL, and (3) total number of hours worked by this personnel during the quarter. The next step is to divide the number of hours spent on APL by the total number of hours worked during the period. The ratio obtained is used as the basis for determining the amount of these salaries eligible for 100 percent federal reimbursement. Assuming that the ratio obtained is .85 and the combined salaries for the period is \$10,000 then \$8,500 ( $.85 \times \$10,000$ ) would be claimed on the DFA 325.2, Group III, B.1 personal services, B. The amount should be identified as APL Review for the SSI/SSP program. The balance of the salaries, \$1,500 (\$10,000 minus \$8,500) is to be included in Group II A. 1. Clerical Support.

In using this method, the hours recorded on the DFA 43 by each APL clerical worker are used only to determine the amount of cost eligible for 100 percent federal reimbursement. These same hours are not to be used in the development of the DFA 323, Eligibility Time Study Summary and Program Ratios.

The freight cost of shipping the necessary cases to the State is also eligible for 100 percent reimbursement. However, funds for freight are from a different source than funds for personnel involved in the review. Therefore, freight costs will be paid by the State.

Each county will be provided a method of shipping the necessary cases without incurring a county cost. The two methods now available include the following:

- (1) A State vehicle will pick up the cases for a county on a prearranged date.
- (2) If feasible, franked labels will be provided to ship a small number of cases.

Details of how each county should ship cases will be provided by the state APL Unit. If a county elects to ship the necessary cases by a method other than one provided by the APL Unit, reimbursement will be based on the cost allocation plan and may not be 100 percent funded since the cost will be allocated to all programs. Freight costs are not to be direct charged.

### 3. Child Support

A third category has been added to Group III, Direct Costs to include direct charges which benefit only the Child Support Program. These costs have been designated into two subgroups; Cooperative Agreements and Purchased Services.

#### a. Cooperative Agreements

Cooperative Agreements are to include costs incurred from written agreements for cooperative arrangements with appropriate courts and law-enforcement officials. Such agreements may be entered into with a single official who has authority over more than one court, official, or agency. Such agreements shall contain provisions for providing courts and law-enforcement officials with pertinent information needed in locating absent parents, establishing paternity and securing support.

They shall also provide for assistance to the Child Support agency in carrying out the program, and may relate to any other matters of common concern. Under this requirement such agreements may include provisions:

- (1) For the investigation and prosecution of fraud directly related to paternity and child support;
- (2) To reimburse courts and law-enforcement officials for their assistance.

"Law-enforcement officials" are defined as district attorneys, attorneys general, and similar public attorneys and prosecutors and their staff. Federal financial participation is available for costs incurred consistent with the agreement as of the first day of a calendar quarter if the agreement is executed prior to the end of the quarter.

Federal financial participation is not available for the ordinary administrative costs of the judiciary system.

b. Purchase of Service

Purchased services are to include Services purchased from either public or private agencies. Examples of such services may include costs of polygraph tests, lab tests, etc. Rates of payments may not exceed amounts reasonable and necessary to assure quality of service, and in the case of such services purchased from other public agencies, the cost reasonably assignable to such services.

The total Child Support Program costs incurred by the County Welfare Department are summarized on the DFA 327.8. A copy of this page is to be sent to the County's District Attorney. The District Attorney will enter these costs as a purchase of service on his Administrative Claim. All Child Support reimbursement will come through the D.A.'s Office. The Child Support Program is funded 75% federal, 25% County. This reimbursement is exclusive from all Social Service funds. It will be the responsibility of the District Attorney to reimburse the CWD. Consequently, the Child Support Program is shown as 100% county funded on the DFA 327.9.

## PART V

### General Claiming Provisions

The following changes have been made on the DFA 327 pages.

#### 1. Indo-Chinese Program

Claiming provisions for the Indo-Chinese Program have been followed through the claim. The costs for both eligibility and social service functions are shown as 100% reimbursable.

#### 2. Homemaker Program

The maximum for severely impaired cases has been raised to \$505 per case. There has been no change in the \$350 limitation. The Homemaker modification DFA 327.4C deletes both federal and state funding for cases exceeding the \$350 and \$505 case maximums.

#### 3. Food Stamps

Counties are no longer required to complete the SF 1034 form in order to claim reimbursement for Nonassistance Food Stamp Administrative Costs. Completion of the Administrative Claim is sufficient.

#### 4. MNO and MI Social Service Costs

The Department of Health has implemented new funding provisions for MNO and MI Social Service costs effective July 1, 1975. This information was issued by R. T. Soderberg, Chief Deputy Director, DOH, on August 28, 1975.

Changes have been made to the DFA 327.3 and DFA 327.6 to show MNO funding as 75% federal, 25% county and MI funding as 100% county. There has been no change in MNO or MI eligibility/nonservice funding.

#### 5. USDA, Food and Nutrition Services

FNS has agreed to 100 percent reimbursement for all costs associated with the disposition of old food stamp coupons. This 100 percent reimbursement now includes county expenditures incurred when counting, packaging, shipping, consolidating, and storing the old coupon booklets, plus, any additional costs incurred by an issuance agent in complying with destruction procedures.

The expenditures to be claimed for 100 percent reimbursement will be direct charged on a special SF 1034 form. This form is to be sent to Claims Audit and Control, 744 P Street, M.S. 13-76, Sacramento, California 95814.

Back-up detail will have to be submitted with the SF 1034. Costs must be separated into two groups: (1) Those purchased from an agency outside the county welfare department, such as Armored Car Services, or issuance agent time in packaging and consolidating coupons; and (2) activities performed by county welfare department staff, such as county welfare department clerks packaging and voiding coupon booklets. These costs must then be further broken down by service provided and personnel providing the service.

When submitting the SF 1034 the required back-up detail plus a copy of any purchase of service invoice must be included. These costs are to be shown on the County Administrative Claim under Group VI, Extraneous, DFA 325.2.

If you have any questions regarding this material, please contact Bobbi Gould or Ernie Van Sant at 916/445-7046. Questions specifically relating to employee function and classification codes on either the DFA 43 or Parts I and II of the DFA 323 should be referred to Kathy Farmer or Charlie Kjer at 916/322-5802.